

SUPPORT SERVICES CONTRACT
DE-AC36-00GO10429
LEVEL OF EFFORT TASK ORDER

CLIN 0004AA: Golden Field Office

Task Order No.: 1A00.00

Task Title: (A) Office of the Manager, see attached task objectives.

Period of Performance: 12 months (March 2, 2004 – March 1, 2005)

Labor Categories:

<u>Labor Category</u>	(DPLH) <u>Level of Effort</u>
Public Affairs Specialist	1920
Paralegal	1920
Total Estimated Hours	3,840

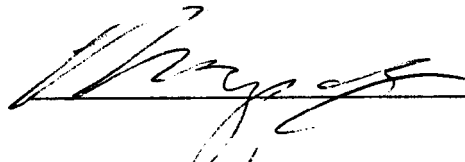
Approved by:

Signature

Date

Chris Powers

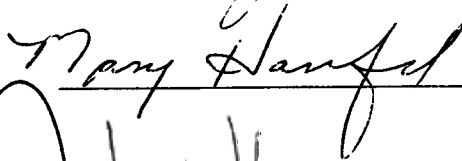
Task Order Monitor
Public Affairs



3/2/04

John Herrick

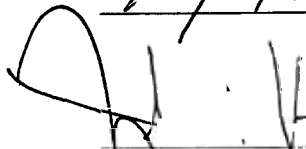
Task Order Monitor
Paralegal



3/3/04

Mary Hartford

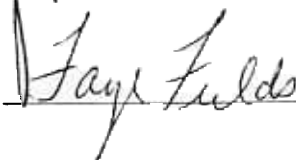
Contracting Officer



4/23/04

Faye F. Fields

Contractor



3/8/04

A. Office of the Manager

Required Services

The Contractor shall provide support services as set forth in Section J, Attachment A, Statement of Work, in the following areas:

1.0 Public Affairs Support

- 1.1** Maintain and update exhibits and displays;
- 1.2** Prepare preliminary draft news releases for Public Affairs approval for projects managed by Golden and the DOE Regional Offices for DOE's review, approval, and finalization;
- 1.3** Prepare preliminary drafts of presentations or other information materials, as necessary, for DOE's review, approval, and finalization; and
- 1.4** Provide support for special event planning and implementation.

2.0 Paralegal Support

Consult all applicable and relevant sources of information for facts and authorities relating to matters of legal significance to Golden and provide Golden counsel with written or oral synopses of those materials as required;

- 2.2** Review documents to extract selected data and information relating to specified items and advise the counsel of results;
- 2.3** Review and summarize information in prescribed format on case precedents and decisions and, when necessary, assist in preparation of charts, visual information, and other demonstrative exhibits;
- 2.4** Utilize, search for and extract legal information from all applicable sources including law libraries and computer databases and the Internet;

Attend meetings, conferences, or hearings to become informed on agency procedures and the status of cases, or other matters of legal importance to Golden and report on those matters;

Prepare, compile, organize and maintain files on pending legal matters as required;

Draft and edit non-legal memoranda and prepare preliminary drafts of letters and correspondence for Golden counsel review as required;

Prepare summaries of pending matters of the Golden counsel for status reports;

Provide guidance and direction to legal administrative support staff;

Organize and maintain law library resources including acquiring new materials and services; ensuring legal materials are updated periodically and kept current; filing updates to existing materials; and indexing library holdings;

Prepare and draft required Office of Chief Counsel reports such as a monthly Federal Register Report and Quarterly Litigation Reports; and

2.12 Coordinate various administrative requirements with DOE Headquarters Office of General Counsel.

✓

SUPPORT SERVICES CONTRACT
DE-AC36-00GO10429
LEVEL OF EFFORT TASK ORDER

CLIN 0004AA: Golden Field Office

Task Order No.: 1C00.00

Task Title: (C) Office of Project Management, see attached task objectives.

Period of Performance: 12 months (March 2, 2004 – March 1, 2005)

Labor Categories:

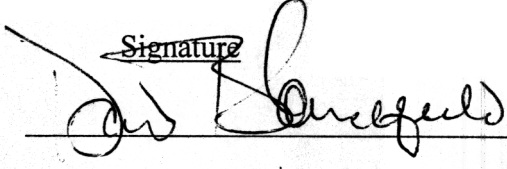
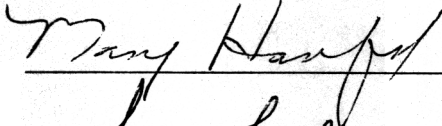
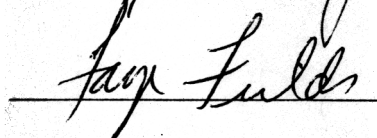
<u>Labor Category</u>	(DPLH) <u>Level of Effort</u>
Project Monitor/Engineer	1,900
Project Monitor/Engineer	1,920
Project Monitor/Engineer	1,920
Project Monitor/Engineer	1,920
Project Monitor/Engineer	1,920
Project Monitor/Engineer	1,920
Project Monitor/Engineer	1,920
Project Monitor/Engineer	1,920
Program Support	1,920
Program Support	1,920
Administrative Assistant	1,900
Project Monitor	1,920
Project Monitor	1,920
Project Monitor	720
Project Monitor	1,920
Total Estimated Hours	27,560

Approved by:

David Blanchfield
Task Order Monitor

Mary Hartford
Contracting Officer

Faye F. Fields
Contractor

<u>Signature</u>	<u>Date</u>
	3/2/04
	3/04/04
	3/8/04

C. Office of Project Management

Required Services

The Contractor shall provide support services as set forth in Section J, Attachment A, Statement of Work, in the following areas:

Solicitation Support

Provide support to Golden Project Officers in preparing and conducting solicitations for financial assistance. This support will include assisting Project Officers in drafting solicitations and evaluation plans.

Selection Support

Provide support to Golden chairpersons in conducting merit reviews and Project Officers in preparing materials supporting selection of financial awards.

- 2.1 The merit review support will include recommending reviewers, arranging meetings, consolidating reviewers' inputs, and drafting chairpersons' reports.
- 2.2 The merit review support will also include support of merit review committee meetings, capturing strength and weakness discussions of individual proposals, and capturing proposal scores on computer spreadsheets.
- 2.3 The award process support will include reviewing and analyzing applicants' proposed budgets, support the Project Officer in the preparation of technical evaluations of applicants' proposed costs, aiding in debriefings, and filing all application and debriefing materials.
- 2.4 The press releases and congressional notifications support will include providing support for the drafting the press releases announcing projects selected for negotiation of award and drafting congressional notifications.
- 2.5 Coordinate the computer access for DOE and Congress to the Earmarks database. Work with appropriate DOE office/Project Officer to supply information needed to update the database. Receive, review, summarize and incorporate Earmark updates into the database. At the end of each fiscal year, ensure that the database is up to date by filling in all blanks, organizing comments and dates in sequence, etc.

3.0 Project Monitoring and Evaluation Support

This support will include interfacing with Principal Investigators and preparing/submitting to DOE Project Officers written status reports and updates as required, including recommendations, for specific projects; reviewing reports submitted by project sponsors and compiling data from them and/or summarizing general or project information for the use of DOE decision-makers; maintaining file information; performing cost/price analysis of proposed project budgets; providing support for the drafting Congressional correspondence, and participating in site visits for project reviews. Projects are nearly always technical in nature requiring technical skills and experience (engineer or physical scientist).

4.0 Administrative Assistant

- 4.1 Maintain time and attendance records for division employees;
- 4.2 Prepare, consolidate, proof read and/or finalize letters/correspondence;
Arrange/coordinate/schedule meetings;
Maintain division calendar;
Answer phone, take messages, transfer calls;
Coordinate conference calls;
Distribute correspondence;
Complete/maintain forms;
Complete training and purchase requests forms;
Copy, fax, obtain supplies as necessary; and
Attend recurring meetings and prepare meeting notes as necessary.

SUPPORT SERVICES CONTRACT
DE-AC36-00GO10429
LEVEL OF EFFORT TASK ORDER

CLIN 0004AA: Golden Field Office

Task Order No.: 1B00.00

Task Title: (B) Office of Management and Administration, see attached task objectives.

Period of Performance: 12 months (March 2, 2004 – March 1, 2005)

Labor Categories:

<u>Labor Category</u>	(DPLH) Level of <u>Effort</u>
LAN Administrator	1920 1920
Sr. Technical Support Spec.	1920 1920
Sr. Technical Support Spec.	1900 1900
Computer Programmer	1920 1920
Administrative Assistant	1920 1920
Human Relations Spec.	1920 1920
Invoice Clerk	1920 1920
Receptionist/File Clerk	1920 1920
Receptionist/File Clerk	1920 1920
Records Mgmt. Analyst	1920 1920
Total Estimated Hours	19,180 19,180

Approved by:

Signature

Date

Christine Phoebe
Task Order Monitor

Christine A. Phoebe

3/3/04

Mary Hartford
Contracting Officer

Mary Hartford

3/4/04

Faye F. Fields
Contractor

Faye F. Fields

3/8/04

B. Office of Management and Administration

Required Services

The Contractor shall provide support services as set forth in Section J, Attachment A, Statement of Work, in the following areas:

1.0 Computer Operations

The Contractor shall be responsible for the management and administration of the Golden Local Area Network (LAN) and Wide Area Network (WAN) operations.

Computer Environment

The current computer environment at Golden is comprised of the following:

- IBM compatible workstations running Microsoft Windows NT v4.0
- Monitors (color -- mostly 17", and some 19" and 20");
- File server running Novell NetWare;
- Microsoft Exchange server running Microsoft Outlook;
- Primary Domain Controller and Back-up Domain Controller running Microsoft Windows NT Server;
- Server running Microsoft Systems Management Server;
- Web Server running Microsoft Internet Information Service;
- Network and desktop printers -- mostly Hewlett Packard;
- Communications capabilities -- Shiva Dial-In/Dial-Out; Remote Access Services (RAS) from laptops;
- Word Processing Software;
- Spreadsheet Software;
- Various other productivity software applications;
- Hewlett Packard ScanJet scanner and related software; and
- Video conferencing hardware and bridge scheduling software.

1.1 Network Management – required services 1.1.1 thru 1.3.6 below to be accomplished by Senior Technical Support Specialists and Junior Support Specialist.

- Set up network services for users, i.e., Travel Manager (a DOE-wide software application for processing travel authorizations and travel vouchers), Corporate Human Resource Information System (Human

Resource Management System), and Microsoft Outlook/Exchange (electronic mail service).

Organization of network, i.e., maintaining software application files and user files in appropriate locations.

Maintain proper amount of computer security to avoid possible security breaches, including set-up and maintenance of virus detection software, and assigning appropriate user-level access to the LAN. Additionally, assist in the development, testing, and maintenance of the Disaster Recovery Plan which identifies potential emergency situations that could adversely affect the operation of the Golden LAN, and respond to those situations by providing alternative support, resources, strategies, and procedures by which losses can be minimized, critical applications processed and recovery expedited.

1.1.4 Evaluate and recommend hardware/software upgrades to existing hardware/software. Install, test, and document new software/hardware or software/hardware upgrades. Perform updates of software/hardware and schedule hardware maintenance to minimize adverse impacts of LAN availability.

1.1.5 Document all applicable procedures to include: LAN shutdown and startup, e-mail service startup, and server contents and purposes. Troubleshoot system problems and document as necessary.

1.1.6 Evaluate efficiency of LAN/WAN services and make recommendations/changes as necessary. Develop plans to implement appropriate steps that allow for network growth and proper capacity management. Coordinate LAN/WAN services which Golden utilizes through NREL.

Provide Golden Website support in the form of redesign of existing Website, and as necessary, document postings using HTML or Microsoft FrontPage. Continue design and support of the Golden Intranet site, including computer-based training (CBT).

Perform user account administration on a domain wide level, domain machine accounts, and maintenance and administration of print queues on two separate operating systems.

1.19

Maintain the IS Department's licensing agreements catalog, inventory requirements and network configuration diagrams using the IS Department's application software.

1.2 LAN Administration

1.2.1 Support of the Golden Helpdesk:

- 1.2.1.1 Perform troubleshooting of hardware-related problems and answer questions;
- 1.2.1.2 Perform troubleshooting of software-related problems and answer questions or defer to Software/Database Specialist;
- 1.2.1.3 Restore data from back-up tapes, as requested; and
- 1.2.1.4 Check out laptops from the Golden check out pool and coordinate property passes.

1.22

Perform daily, weekly, and monthly tape back-ups of the Golden LAN and mails tapes, as described in the Unclassified Cyber Security Program, to the Golden Disaster Recovery Facility.

1.23

Maintain user log-ins and coordination of access to e-mail and access to "outside" computer systems.

1.24

Configure new workstations, including software installation and user set-up.

1.25

Document all applicable procedures and any changes to these procedures as necessary. Troubleshoot system problems and document as necessary.

1.26

Ensure LAN service set-up for new employees, i.e., workstation set-up, log-ins.

1.27

Track property information of equipment that is moved to a new/different location and update the Golden Hardware database. Ready equipment for excess or donation, including reformatting computer hard drives, testing equipment, and noting any deficiencies in any of the equipment.

1.28

Assist in any software and/or hardware upgrades or changes.

Assist in the implementation of the Golden Unclassified Cyber Security Program.

1.2.10 Serve as back up for Golden video conferencing center, including dial-up connections of possible multi-point videoconferences.

1.3

Software/Database

Provide programming/coding support to include the following: design, documentation, maintenance and installation of in-house designed and DOE-supplied computer database management systems. Ensure programs created in-house meet security requirements. Perform product evaluation on DOE-supplied or outside-supplied database management systems.

1.3.2 Serve as the CHRIS resident expert, including interfacing with DOE technical support for installations, upgrades, and troubleshooting.

1.3.3

Serve as resident software application expert. In this capacity -- organize, prepare, and provide training to Golden staff, as required, on vendor-supplied software. Provide individual assistance to Golden personnel on software matters and prepare applicable training material. Provide assistance on software questions from Golden staff.

1.3.4

Create and maintain forms used by Golden and other offices, in Wordperfect, Word or Form Flow format, or other formats as required.

1.3.5

Perform formatting of word processing documents and complete conversion into Adobe Acrobat Portable Document Format of documents which are to be posted on Golden Website.

2.0

Records Management

2.1

Organize and maintain GO records. Assure disposition instructions are in compliance with DOE and the National Archives and Records Administration (NARA) records schedules. Schedule records disposition within the General Records Schedule in accordance with established retention/destruction procedures/guidelines.

2.2

Coordinate new records disposition schedules, ensuring NARA requirements are met.

Maintain and update as necessary the Golden file numbers and file listing.

Advise and support Golden employees at all levels regarding records management activities.

Serve as the Golden point of contact for coordination of draft Directive reviews via Golden and the National Renewable Energy Laboratory. Maintain Golden Directives manuals, ensuring proper coordination of new directives, informing responsible individuals of issuance, coordinating distribution as appropriate to NREL.

Maintain the public reading room. Periodically review information contained in the public reading room, removes expired materials, adds current information relevant to the public, updates records maintained on computer systems, and makes suggestions to make the reading room user friendly and more useful to the public.

Maintain Golden Standard Operating Procedures, including the annual review process.

30 Front Desk Receptionist

3.1 Accept telephone calls for Golden personnel and forward or take messages.

Welcome visitors to Golden and direct them to the appropriate staff.

Provide coverage of Golden's receptionist desk from 7:00am to 5:00pm, Monday through Friday.

Maintain central calendar for Golden conference rooms. Additionally, schedule conference room use for videoconferences.

Maintain and update, as necessary, the Golden personnel telephone list and distribute to Golden personnel and other appropriate staff.

Assist in processing new employees, for example, arrange badging at the National Renewable Energy Laboratory.

3.7 Set-up and coordinate conference calls using the DOE/Headquarters audio bridge or other DOE conference bridges.

Log-in incoming faxes.

4.0

Mail, Facsimile and Filing Support

Receive, open, date stamp, and log into database all incoming correspondence. Distribute incoming mail, ensuring proper distribution. Log in incoming faxes.

Distribute contracts, financial assistance agreements, and other procurement documents in accordance with prescribed procedures.

File records and material (and retrieval) pertaining to Golden activities in coordination with the Records Management support.

Monitor office supplies, including paper, printer, and fax machine toner cartridges and supplies for copiers. Coordinate orders with the DOE/Golden Purchasing Agent.

Serve as key operator for the office fax machines and copiers.

Handle all necessary arrangements for overnight mail services for Golden, including maintaining an adequate supply of shipping materials. Operate Federal Express Power Ship computer for creating and tracking all Federal Express packages.

5.0

Personnel Support

Provide process and administrative support to the Golden Field Office Human Resources (HR) staff for personnel actions, HR system operations, staffing and recruiting, and other areas of HR as needed.

Document Processing

5.1.1 Assist in the processing of benefits, i.e., health insurance, life insurance, retirements, and thrift savings.

5.1.2 Track all actions such as within-grade-increases, temporary promotions, and tenure conversions.

5.1.3 Prepare all necessary appointment actions and separation documents submitted by employees or personnel specialists.

~~51.4~~ Maintain necessary HR files and records, including the Golden and Regional Office Official Personnel Folders and serves as point of contact on other HR training and performance files.

~~51.5~~ Transmit all personnel-related paperwork to DOE payroll office.

~~51.6~~ Ensure protection of information and personal data as prescribed by the Privacy Act and Freedom of Information Act.

Automated System Operations – Data Entry

~~52.1~~ Process training requests using the computerized Corporate Human Resource Information System (CHRIS).

~~52.2~~ Prepare and distribute reports from the DOE CHRIS system.

General Support

~~53.1~~ Track performance standards and appraisals, staff training completion, and other information as required.

~~53.2~~ Other HR support duties as assigned by the contract manager.

~~60~~ Financial Support Services

Support Golden in implementing financial procedures for: Funds Control, Accounting, Budget Formulation and Validation, and NREL Liaison.

Support Golden in the operation of DOE automated financial systems such as Departmental Integrated Standardized Core Accounting System (DISCAS) and various DISCAS modules, including input, report generation, retrieval, report distribution to Golden and the Regional Offices, and reconciliation of financial transactions.

Support Golden in the operation of other automated Federal financial systems such as labor distribution, project financial tracking, and Travel Manager system.

Support Golden Finance in the implementation of DOE orders and Office of Management and Budget (OMB) circulars as they specifically relate to Golden.

Support Golden's financial control implementation through preparing documentation of financial activities such as management of financial records, reconciliation of transactions, and tracking of funds and costs.

Support Golden in the formulation and execution of its budget including preparation of forecasts and projections for Golden management.

Support Golden in the financial processing of invoices including logging of invoices, distribution for approval, reconciliation, determining proper accounting payment information, filing of invoices, and responding to reimbursement inquiries.

Provide Golden Field Office Federal Employees with all travel processing. This includes itinerary, reservations, creating travel authorizations and vouchers. Support with any Travel Manager problems or audits. Maintain files and all original receipts for any future needs.

7.0

Administrative Assistant

7.1

Perform time and attendance records for employees within the Office of Management and Administration and Office of Acquisition and Financial Assistance.

Prepare, consolidate, proof read and/or finalize letters/correspondence

7.3

Arrange/coordinate/schedule meetings.

Maintain division calendar.

Answer phone, take messages, and transfer calls.

Coordinate conference calls.

Distribute correspondence

Complete/maintain forms.

Complete training and purchase requests forms.

Copy, fax, obtain supplies as necessary.

Attend recurring meetings and prepare meeting notes as necessary.

7.12 Provide support to GO in the processing of foreign travel requests for NREL and GO to include entry into the Foreign Travel Management system, coordinating country cables, and follow up with the DOE Headquarters on outstanding approvals.

Using the Corporate Human Resource Information System (CHRIS), enters training nomination forms, and follow-up as necessary in other CHRIS training data input.

✓

SUPPORT SERVICES CONTRACT
DE-AC36-00GO10429
LEVEL OF EFFORT TASK ORDER

CLIN 0004AA: Golden Field Office

Task Order No.: 1D00.00

Task Title: (D) Office of Acquisition and Financial Assistance.

Period of Performance: 12 months (March 2, 2004 – March 1, 2005)

Labor Categories:

<u>Labor Category</u>	(DPLH) Level of <u>Effort</u>
Project Manager	1,920
Procurement Specialist	1,920
Procurement Specialist	1,920
Cost/Price Analyst	1,920
Closeout Specialist / NEPA	1,920
Total Estimated Hours	9,600

Approved by:

Jerry Zimmer

Task Order Monitor

Mary Hartford

Contracting Officer

Faye F. Fields

Contractor

Signature

Date

Jerry Zimmer

2/2/04

Mary Hartford

3/3/04

Faye Fields

3/8/04

D. Office of Acquisition and Financial Assistance

Required Services

The Contractor shall provide support services as set forth in Section J, Attachment A, Statement of Work, in the following areas:

1.0 Project Manager

The Project Manager shall have overall responsibility for personnel assigned under the contract and will be the day-to-day point of contact between the contractor and the Government. The Project Manager shall be located at the Golden Field Office.

Submit vouchers and interface with DOE staff to address all issues related to contract administration.

1.3 Supervise and be accountable for the contractor's and subcontractor's staff assigned to the contract.

1.4 Provide briefings to Contracting Officer and Task Order Monitors to assess the status of work efforts as requested.

2.0 Procurement Support

Maintain Report Control Center and submit reports to the Office of Scientific and Technical Information (OSTI), and send delinquency, final, and reimbursement letters to recipients.

Perform periodic reviews for required deliverables and monitor awardee compliance with terms and conditions of active contracts, grants and cooperative agreements. Determine if all required reports have been submitted, approved, and distributed correctly.

23

Perform data entry (e.g., collecting, inputting, retrieving, and validating), information retrieval (e.g., generating reports utilizing both internal GO and HQ generated queries), and data analysis of management information software systems (e.g., Procurement Action Tracking System (PATs), Procurement and Assistance Data System (PADS), Technical Information Monitoring System (TIMS), electronic Congressional Notification)).

Prepare inactive procurement files for closeout and coordinate the closeout of contracts and financial assistance instruments.

Prepare draft grants, cooperative agreements, Interagency Agreements, amendments or modifications, or other procurement documents as assigned;

2.6

Assists Contract Specialists on Simplified Acquisition actions, such as prepare and generate requests for quotations, administrative activities on BPA's and other documents, distribution of awards, file maintenance, and other procurement related activities.

Assist in the recording, tracking, expediting, and reporting status of purchase requisitions, acquisition and assistance instruments, and their associated support documentation;

Process Federal Register and other electronic notices as necessary.

Perform evaluation of contract and financial assistance cost and price proposals: reconcile indirect costs of contracts, grants and cooperative agreements, and perform post award audits for closeout.

Work with awardees to develop accounting systems which meet the requirements of the DOE Regulations.

SUPPORT SERVICES CONTRACT
DE-AC36-00GO10429
LEVEL OF EFFORT TASK ORDER

CLIN 0004AD: Boston Regional Office

Task Order No.: 1G00.00

Task Title: (G) Boston Regional Office, see attached task objectives.

Period of Performance: March 2, 2004 – March 1, 2005

Labor Categories

<u>Labor Category</u>	(DPLH) <u>Level of Effort</u>
LAN Administrator	972
Administrative Assistant	1,900
Financial Analyst	1,920
Project Analyst	1,920
Total Estimated Hours	6,712

Approved by:

Signature

Date

Susan Keslof
Task Order Monitor

Susan M. Keslof

3/2/04

Mary Hartford
Contracting Officer

Mary Hartford

3/4/04

Faye F. Fields
Contractor

Faye Fields

3/8/04

SUPPORT SERVICES CONTRACT
DE-AC36-00GO10429
LEVEL OF EFFORT TASK ORDER

CLIN 0004AD: Boston Regional Office

Task Order No.: 1G00.00

Task Title: (G) Boston Regional Office, see attached task objectives.

Period of Performance: March 2, 2004 – March 1, 2005

Labor Categories:

<u>Labor Category</u>	(DPLH) <u>Level of</u> <u>Effort</u>
LAN Administrator	972
Administrative Assistant	1,900
Financial Analyst	1,920
Project Analyst	1,920
Total Estimated Hours	6,712

Approved by:

Signature

Date

Susan Keslof
Task Order Monitor

Mary Hartford
Contracting Officer

Faye F. Fields
Contractor

G. Boston Regional Office

Required Services

The Boston Regional Office (BRO) will provide the Contractor with the required computer hardware, software, office supplies and workspace needed to support the tasks. The Contractor shall perform his/her duties within the normal office operating hours of 7:30 a.m. to 6:00 p.m. Monday through Friday. Work will not be performed outside of these hours without the express permission of BRO management. A fixed work schedule will be established and maintained, unless a personal emergency or unexpected work project arises. Any change in work schedule must be approved by the IRT Supervisor and BRO management. A one-half hour lunch break will be taken between the hours of 12:00 Noon and 2:00 p.m. in keeping with BRO office policy. The Contractor is also permitted two fifteen minute coffee breaks.

The Contractor shall provide, but not be limited to, support services as set forth in Section J, Attachment A, State of Work, in the following areas:

1.0 Computer and Information Systems Management

The Contractor shall assist in the management and administration of the Boston Regional Office Local Area Network (LAN) and Wide Area Network (WAN) operations.

1.0.1 Computer Environment

The current computer environment at BRO is comprised of the following:

- IBM compatible workstations running Microsoft Windows 98, 2000 or XP.
- Compaq Proliant File Server running Novell NetWare;
- Dell Poweredge application server running Microsoft Windows NT (Winsaga database manager);
- Laptops configured for remote access, operating Windows 98, 2000, or XP;
- Network and desktop printers - all Hewlett Packard;
- Word Processing Software;
- Spreadsheet Software;
- Lotus Notes as e-mail system;
- Various other productivity software applications;
- Hewlett Packard OfficeJet scanner and related software;
- Video conferencing hardware and bridge scheduling software;

1.1 Network Management (LAN Administrator)

1.1.1 Set up network services for users including, but not limited to: Travel Manager (a DOE - wide software application for processing travel authorizations and travel vouchers), Corporate Human Resource Information System (Human Resource Management System), and Lotus Notes (electronic mail service);

- ~~1.1.2~~ Organization of BRO computer network; i.e., maintaining software application files and user files in appropriate locations;
- ~~1.1.3~~ Maintain proper amount of computer security (as prescribed by the BRO unclassified Cyber Security Protection Plan) to avoid possible security breaches, including set-up and maintenance of virus detection software, and assigning appropriate user-level access to the LAN;
- ~~1.1.4~~ Evaluate and recommend hardware/software upgrades to existing hardware/software. Install, test, and document new software/hardware or software/hardware upgrades. Perform updates of software/hardware and schedule hardware maintenance to minimize adverse impacts of LAN availability;
- ~~1.1.5~~ Evaluate efficiency of LAN/WAN service and make recommendations/changes as necessary. Develop plans to implement appropriate steps that allow for network growth and proper capacity management.

~~1.2~~ LAN Administration (LAN Administrator)

Maintain user log-ins and coordination of access to e-mail and access to outside computer systems;

- ~~1.2.2~~ Configure new workstations, including software installation and user set-up;

Document all applicable procedures and any changes to these procedures as necessary. Troubleshoot system problems and document as necessary;

Ensure LAN service set-up for new employees, i.e., workstation set-up and log-ins;

- ~~1.2.5~~ Assist in any software and/or hardware changes;

- ~~1.2.6~~ Install all software/applications on DOE equipment;

Provide BRO video conferencing services, including dial-up connections of possible multi-point video conferences;

Assist in updating and implementing the BRO Unclassified Cyber Security Protection Program;

Provide assistance with BRO Internet connectivity needs;

- ~~1.2.10~~ Prepare obsolete equipment for excess or donation, including reformatting computer hard drives, testing equipment, and noting any deficiencies in any of the equipment;

- ~~1.2.11~~ Interface with DOE technical support for installations, upgrades, and troubleshooting on a variety of programs.

2.0 Data Entry and Administrative Support

WinSAGA System:

Enter grant data obtained from financial documents provided by BRO staff and/or applicants and grantees in New England.

Verify accuracy of data input and reconcile with input forms and grant files as necessary.

Provide assistance to program officers in entering program data and running reports. Provide WinSAGA training to new staff, and refresher training when requested.

Keep office WinSAGA User Manual up-to-date and maintain proficiency in WinSAGA procedures as described in system user manual.

Keep BRO staff and Datatree informed of problems with system.

Download grant payments and reconcile as needed.

~~2.1.7~~ Run reports as needed.

~~2.1.8~~ Assist in managing the grant close-out process by running reports, working with the Contracting Officer to ascertain the status of late reports, and assisting program staff in obtaining delinquent reports by making phone calls, writing letters, etc.

Cooperate with other Regional Offices on requests for information and technical assistance.

~~2.1.10~~ Attend National WinSAGA User Meetings and training sessions as requested.

2.2 DISCAS System:

Run reports as requested on obligations, travel reservations and obligations, financial balances, etc.

2.3 PADS System:

~~2.3.1~~ Upload transaction files from other financial systems into PADS.

Perform direct data entry as needed.

Participate in conference calls and user meetings – keep BRO Administrative Officer informed of changes in systems procedures and requirements.

Office Support:

Serves as backup to the Business Management Assistant and/or Administrative Assistant; performing general office administrative duties as needed. Duties to include:

- ~~241~~ Input and edit data for drafts and final documents, such as letters, memos, reports and spreadsheets as required by BRO staff.
- ~~242~~ Use document merges to prepare correspondence and labels for mass mailings.
- ~~243~~ Create organizational charts, presentations and certificates for the office using desktop software.
- ~~244~~ Assist in managing daily mail service within the office. This includes opening, date stamping and distributing incoming mail, putting postage on outgoing mail and taking meter machine to the Post Office every six months for inspection.
- ~~245~~ Assist in maintenance of office administrative files and grant files. File WinSAGA data entry forms and other documents in grant files. File program and financial reports when requested.
- ~~246~~ Assist with other office support duties as assigned.
- ~~247~~ Provide support for invitational travel. Setup new travelers in system, enter travel authorizations and vouchers, and maintain files of receipts and other travel documents. Assist office staff with problems encountered with Travel Manager system and processing of authorizations and vouchers.

Budget and Financial Support. Provide administrative assistance as needed to the Boston Regional Office (BRO). Follow established guidelines and verbal instructions to assist the Administrative Officer in managing the BRO's financial systems. Major duties are shown below, but additional tasks may be assigned.

~~3.1~~ Simplified Acquisitions.

- ~~3.1.1~~ Assist Administrative Officer with simplified acquisition purchasing by preparing RFQs, posting solicitation notices, and conducting market research on prices and vendors.
- ~~3.1.2~~ Prepare required documentation for issuance of purchase orders, such as requisition, budget justifications, and documentation of price quotes. Prepare purchase orders and obtain necessary approvals. Coordinate with Data Entry Specialist for entry into DISCAS and PADS, if necessary.

- 3.1.3 Monitor purchase order balances and advise Administrative Officer when renewal is needed.
- 3.1.4 Organize and maintain simplified acquisition filing system. Prepare new files as needed and retire or destroy old files.

Assist Admin. Officer with closeout of expired accounts, deobligation of funds, and retirement of files.
- 3.1.6 Work with Business Management Assistant to insure sufficient supplies are maintained to satisfy office needs. Assist with purchasing of supplies and preparing necessary documentation.

3.2 Payment Processing.

- 3.2.1 Assist Administrative Officer in all aspects of processing and documenting payments.
- 3.2.2 Receive invoices, check for completeness, log-in, insure sufficient funds are available for payment, obtain approvals for payment and forward to Albuquerque Financial Services Center (AFSC) for payment. File copies of invoices and email approvals in purchase order files.

Insure correct bank information has been received from vendor and entered in AFSC's Oblig-Ref system.
- 3.2.4 Coordinate with AFSC and vendors to insure all payments are made within 30 days of receipt and properly credited to DOE accounts with vendors. Work with AFSC and vendors to resolve missing/incorrect payment issues.

If needed, work with Contracting Officer and Admin. Officer on payment, obligation and closeout issues for financial assistance awards.

3.3 OPAC Account Management.

- Maintain files on all OPAC/IPAC accounts for the BRO. Complete fund tracking spreadsheets and reconcile balances with DISCAS accounting system.
- 3.3.2 Respond to inquiries from AFSC concerning correct accounts for withdrawal of funds and account balances.
- 3.3.3 Reconcile payments made with documentation received from GSA and other government offices. Work with AFSC to resolve any discrepancies.

Advise Admin. Office of low funds availability. Prepare documents for obligation and deobligation of funds.

3.4 Report Generation.

3.4.1 Perform data entry and generate reports from departmental systems such as DISCAS, WinSAGA and PADS.

3.4.2 Prepare monthly reports on balances for all OPAC/IPAC accounts.

Prepare and submit quarterly CUTS report to GFO.

Track recycled material purchases and prepare annual recycling report.

3.4.5 Prepare other reports as requested on account balances, closeout information, budget analyses or other related issues.

3.5 Facilities Management.

Assist Admin. Officer on facility management issues, such as building security, office renovations, and building maintenance.

3.5.2 During absence of Admin. Officer, attend periodic GSA conducted meetings on building or security issues.

3.5.3 Assist with setup of office video conferencing and projection equipment as needed for conferences or meetings.

3.6 Property Management.

Assist Admin. Officer with disposal of surplus property. Prepare necessary paperwork for disposal or transfer of property and obtain concurrence of GFO property manager.

3.6.2 Coordinate with local school systems to accomplish donations of surplus computer equipment and complete necessary paperwork. Assist LAN Administrator in clearing all computer hard drives of sensitive information before completing donation.

3.7 Administrative Support.

Provide routine administrative support during the absence of BRO's Business Management Assistant and Data Entry Specialist. Duties will consist of answering the office phones, picking up and distributing mail, assisting visitors, preparing correspondence and other general administrative support duties.

A0 **Energy Program Assistance:** Provide assistance and support to the BRO's Energy Technology Customer Specialists to facilitate effective management of the state grant programs and technology-specific programs in the region.

- A.1** Organize and maintain comprehensive, current reference files on state energy profiles, energy programs and energy needs of assigned states. This includes energy organizations and networks, policies, trends, legislation, and key programs of the state. Maintain information on renewable energy potential, energy supply/demand situation, energy research and development capabilities, and other situations within the state constituting barriers to and opportunities for the deployment of energy efficiency and renewable energy technologies. Access this information to help Specialists develop and implement partnerships among entities at federal, state, regional and local levels, including public and private parties.
- 4.2** Provide technical support for administration of grant programs in the following areas:
 - 4.2.1** Assist with grant application reviews. Prepares transmittal letters, Federal Assistance reporting checklists, and other grant documents and forms as requested by the Contracting Officer and Specialists for the grant programs.
 - 4.2.2** Assist in the grant close-out process by reviewing grant balances, coordinating with Specialists and preparing required documentation for Contracting Officer review and approval.
 - 4.2.3** Access DOE data systems, such as DISCAS, WinSAGA and PADS to verify data, correct errors and run reports.
 - 4.2.4** Oversee the grant reporting process in the office, generates reports on grant status and ensures timely entry of all report information into WinSAGA. Manage grant filing system and archives grant records according to DOE procedures.
- A.3** Provide technical support for program/project monitoring visits by generating background information, assisting with visits and helping to prepare reports.
- A.4** Provide technical support for execution of program activities under agreements with headquarters program offices. As requested, prepare correspondence, arrange conferences, and maintain records/tracking systems.
- 4.5** Provide limited analytical support for program activities. Assist with developing impact statements for proposed and enacted legislation at state and federal levels. Assist in monitoring and analyzing changes in industry and market trends, utility restructuring, and sustainability initiatives and policies throughout the region.
- 4.6** Gather necessary data as requested by Specialists and provide input for periodic reports on the effectiveness of the technology delivery process and program

implementation strategy. Assist in preparing periodic evaluations of program effectiveness.

4.7

Complete assigned parts of special projects with independent responsibility for detailed planning, implementation, resource management and evaluation.

**SUPPORT SERVICES CONTRACT
DE-AC36-00GO10429
LEVEL OF EFFORT TASK ORDER**

CLIN 0004AC: Chicago Regional Office

Task Order No.: 1F00.00

Task Title: (F) Chicago Regional Office, see attached task objectives.

Period of Performance: March 2, 2004 -- March 1, 2005

Labor Categories:

<u>Labor Category</u>	(DPLH) <u>Level of Effort</u>
Project Monitor	1,880
Administrative Assistant	1,920
Program Assistant	1,920
Management Assistant	1,920
Total Estimated Hours	7,640

Approved by:

Rosemary Vela
Task Order Monitor

Mary Hartford
Contracting Officer

Faye F. Fields
Contractor

Signature

Date

<u>Rosemary Vela</u>	<u>3/2/04</u>
<u>Mary Hartford</u>	<u>3/4/04</u>
<u>Faye Fields</u>	<u>3/18/04</u>

SUPPORT SERVICES CONTRACT
DE-AC36-00GO10429
LEVEL OF EFFORT TASK ORDER

CLIN 0004AC: Chicago Regional Office

Task Order No.: 1F00.00

Task Title: (F) Chicago Regional Office, see attached task objectives.

Period of Performance: March 2, 2004 – March 1, 2005

Labor Categories:

<u>Labor Category</u>	(DPLH) <u>Level of Effort</u>
Project Monitor	1,880
Administrative Assistant	1,920
Program Assistant	1,920
Management Assistant	1,920
Total Estimated Hours	7,640

Approved by:

Signature

Date

Rosemary Vela
Task Order Monitor

Mary Hartford
Contracting Officer

Faye F. Fields
Contractor

F. Chicago Regional Office

Required Services

The Chicago Regional Office (CRO) will provide the Contractor with the required computer hardware, software, office supplies and workspace needed to support the task. The Contractor shall provide a personnel work schedule and adhere to the CRO core business hours from 9:00 AM through 3:00 PM. The Contractor shall provide support services as set forth in Section J, Attachment A, Statement of Work, in the following areas:

1.0 Administrative Support Assistant and Team Manager

The contractor shall provide support to met the overall needs of Business Operations. The contractor shall:

- 1.1** Serve as an on-site Team Leader for the other IRT/McNeil contractor support staff;
- 1.2** Prepare routine correspondence, filing and office organization, conference call scheduling, meeting preparation, and travel support;
- 1.3** Performs Time and Attendance duties for the Federal staff as well as the contractor support staff;
- 1.4** Provide assistance to the CRO Budget Officer and Financial Specialist, to include, develop/maintain spreadsheets, generate report from DOE Accounting System, prepare obligation documents, and process invoices for payment;
- 1.5** Perform data entry of grant financial reports into WinSaga and track receipt of reports from grantees;
- 1.6** Perform upload and download of transactions into remote Procurement and Assistance Data System (PADS) and generate reports;
- 1.7** Assist the CRO Training Coordinator in the management of training related data in the Corporate human Resources Information System (CHRIS);
- 1.8** Assist with Records Management by organizing and boxing retired files and preparing documentation for approval/transmittal to the National Archives and Records Administration and assist with the management and organization of central administrative files;
- 1.9** Monitor CRO office supply inventory, query staff, prepare orders, organize and maintain supply storage areas;
- 1.10** Manage the CRO vehicle info including, keys, credit card for gasoline and maintenance, maintaining vehicle usage log, maintenance scheduling and tracking, and instructions/procedures;
- 1.11** Prepare quarterly Conference management Report, maintain files, monitor travel for possible need to complete Conference Approval Request and Conference Travel Justification; and
- 1.12** Provide backup support to the Management Support Assistant and Program Support Assistant.

2.0 Management Support Assistant

The contractor shall provide support to the Director and Deputy Director. The contractor shall:

- Provide administrative support, including but not limited to preparation of routine correspondence, calendar and schedule assistance, filing and office organization, conference call scheduling, meeting preparation, and travel support;
- 2.2 Provide logistical support and assistance with scheduling conferences, workshops, and other large meetings for CRO management;
- 2.3 Provide analytical assistance and support on CRO management issues, regional energy policy issues, EERE programmatic issues, etc.;
- Manages the contact database and utilization of database for program and stakeholder contacts;
- 2.5 Takes notes at staff meetings, conference calls, etc., and prepare typed documents;
- 2.6 Serve as alternate Time and Attendance Clerk;
- 2.7 Maintain an updated list of all new employees i.e., CRO phone list, emergency contact list, organization chart, date of birth list, mailboxes and work schedules;
- 2.8 Manages incoming and outgoing mail/parcels and monitor postage meter;
- 2.9 Provide receptionist duties, to include greeting visitors, and manage CRP phone line; and
- Provide backup support to the Administrative Support Assistant and Program Support Assistant.

3.0 Program Support Assistant

The contractor shall provide support to the Project Officers and Team Leads. The contractor shall:

- Prepare routine correspondence, filing and office organization, conference call scheduling, meeting preparation, and travel support. Maintain files for DOE Order, Policies, Notices, etc. and Federal Travel Regulations;
- Assist Project Officers with conferences and workshops, to include researching facilities for meeting rooms, overnight accommodations, and coordinating invitee lists;
- Organize and maintain the CRO Energy Resource Library, to include coordinating with Project Officers to monitor and maintain appropriate inventories of distribution materials, organization of materials, maintain inventory of CRO program related periodicals and publications, and recycle outdated materials;
- Assist Program Officers with the update and organization of State Notebooks and Program Activity Summaries;
- Coordinate with Project Officers and perform data entry of grant program reports and Technical and Training reports into WinSaga;
- Provide support for peer exchange travel to include, coordination among Program Officers, travelers and travel services contractor, preparation of Travel Authorization and Travel Vouchers in Travel Manager and maintain travelers profiles; and

- 3.7 Provide backup support to the Administrative Support Assistant and Management Support Assistant.

4.0 Project Management Support

The contractor will provide deployment and grant management support for assigned program(s) within the CRO while being directed by a CRO Project Officers.

The contractor shall provide deployment through education and outreach; working with CRO Project Officers to develop program partnerships; serving as the channel for communicating information between the DOE EERE Program Managers and regional stakeholders; and assisting in grant management. The contractor shall:

- 4.1 Assist with developing annual operating plans and budget requests for assigned programs within deadlines under the direction of the regional office project officers;
- 4.2 Provide technical assistance and information to customers, partners, grantees, and others as needed or requested to achieve goals of assigned project(s);
- 4.3 Assist with planning, executing, monitoring, and closing grants, cooperative agreements and other procurement instruments for assigned program areas;
- 4.4 Plans, coordinates, and attends outreach activities such as meetings, workshops, conferences, training, etc. Assist with preparing presentation materials and, when needed, presentations at such events;
- 4.5 Prepare periodic report(s), as needed, on program status and results and participating in bi-monthly staff meetings;
- 4.6 Coordinate and communicate program and technology activities with colleagues, customers, stakeholders and regional office Project Officers; and
- 4.7 Represent CRO at meetings, workshops, conferences, etc.

SUPPORT SERVICES CONTRACT
DE-AC36-00GO10429
LEVEL OF EFFORT TASK ORDER

CLIN 0004AE: Philadelphia Regional Office

Task Order No.: 1H00.00

Task Title: (H) Philadelphia Regional Office, see attached task objectives.

Period of Performance: March 2, 2004 ~ March 1, 2005

Labor Categories: (DPLH based on 1,960 per year)

<u>Labor Category</u>	<u>Level of Effort</u>
Data Analyst	1,920
Administrative Assistant	1,920
LAN Administrator	1,920
Receptionist	1,920
Project Monitor	1,920
Project Monitor	1,920
Program Assistant	520
Total Estimated Hours	12,040

Approved by:

Signature

Date

John Cervo
Task Order Monitor

John Cervo

03/02/04

Mary Hartford
Contracting Officer

Mary Hartford

3/4/04

Faye F. Fields
Contractor

Faye Fields

3/8/04

SUPPORT SERVICES CONTRACT
DE-AC36-00GO10429
LEVEL OF EFFORT TASK ORDER

CLIN 0004AE: Philadelphia Regional Office

Task Order No. 1H00.00

Task Title: (H) Philadelphia Regional Office, see attached task objectives.

Period of Performance: March 2, 2004 – March 1, 2005

Labor Categories: (DPLH based on 1,960 per year)

<u>Labor Category</u>	<u>Level of Effort</u>
Data Analyst	1,920
Administrative Assistant	1,920
LAN Administrator	1,920
Receptionist	1,920
Project Monitor	1,920
Project Monitor	1,920
Program Assistant	520
Total Estimated Hours	12,040

Approved by:

Signature

Date

John Cervo
Task Order Monitor

Mary Hartford
Contracting Officer

Faye F. Fields
Contractor

H. Philadelphia Regional Office

Required Services

The Philadelphia Regional Office (PRO) will provide the Contractor with the required computer hardware, software, office supplies and workspace needed to support the tasks. The Contractor shall perform his/her duties within the normal office operating hours of 8:00 a.m. to 6:00 p.m. Monday through Friday. Work will not be performed outside of these hours without the express permission of Task Order Monitor. A fixed work schedule will be established and maintained, unless a personal emergency or unexpected work project arises.

1.0 Computer and Information Systems Management

Assist in the management and administration of the Philadelphia Regional Office Local Area Network (LAN) and Wide Area Network (WAN) operations.

1.0.1 Computer Environment

The current computer environment at is comprised of the following:

- IBM compatible workstations running Microsoft Windows NT, Windows 98 or Windows 2000;
- File Server running Novell NetWare;
- Application server running Microsoft Windows NT (Winsaga database manager);
- Laptops configured for remote access, operating Windows 98 or 2000;
- Desktop printers - all Hewlett Packard;
- Word Processing Software;
- Spreadsheet Software;
- Lotus Notes as e-mail system;
- Various other productivity software applications;
- Hewlett Packard OfficeJet scanner and related software;
- Video conferencing hardware and bridge scheduling software;

1.1 Network Management (LAN Administrator)

1.1.1 Set up network services for users including, but not limited to: Corporate Human Resource Information System (Human Resource Management System), and Lotus Notes (electronic mail service);

1.1.2 Organization of computer network; i.e., maintaining software application files and user files in appropriate locations;

1.1.3 Maintain proper amount of computer security (as prescribed by the unclassified Cyber Security Protection Plan) to avoid possible security breaches, including set-up

and maintenance of virus detection software, and assigning appropriate user-level access to the LAN;

1.1.4 Evaluate and recommend hardware/software upgrades to existing hardware/software. Install, test, and document new software/hardware or software/hardware upgrades. Perform updates of software/hardware and schedule hardware maintenance to minimize adverse impacts of LAN availability;

Evaluate efficiency of LAN/WAN service and make recommendations/changes as necessary. Develop plans to implement appropriate steps that allow for network growth and proper capacity management.

1.2 LAN Administration (LAN Administrator)

Maintain user log-ins and coordination of access to e-mail and access to outside computer systems;

Configure new workstations, including software installation and user set-up;

Document all applicable procedures and any changes to these procedures as necessary. Troubleshoot system problems and document as necessary;

Ensure LAN service set-up for new employees, i.e., workstation set-up and log-ins;

1.2.5 Assist in any software and/or hardware changes;

Install all software/applications on DOE equipment;

1.2.7 Provide video conferencing services, including dial-up connections of possible multi-point video conferences;

Assist in updating and implementing the Unclassified Cyber Security Protection Program;

Provide assistance with Internet connectivity needs;

1.2.10 Prepare obsolete equipment for excess or donation, including reformatting computer hard drives, testing equipment, and noting any deficiencies in any of the equipment; and

1.2.11 Interface with DOE technical support for installations, upgrades, and troubleshooting on a variety of programs.

2.0 Project Monitor

The Project Monitor position will provide management to technology deployment and/or grants programs within the Philadelphia Regional Office, while being directed by the Task Order Monitor. Travel is required.

Typical duties include: assisting with the execution of the initiatives, including planning operational details, scheduling events, managing resources, problem solving, monitoring outcomes, reporting on status and performance; and serving as the channel for communicating information between the DOE EERE program representatives and regional stakeholders.

Regional stakeholders include: Interstate/State/Regional/Local governments, other Federal agencies, industrial and commercial groups, utilities, trade associations, nonprofit organizations, educational institutions, small businesses, and individuals.

Assist in developing annual plan(s) and budget request(s) for assigned program(s) and project(s) within assigned deadlines in conjunction with HQ program representatives and Regional Office management.

Manages assigned projects by implementing tasks in order to achieve milestones identified in the annual plan(s) and budget request(s).

Develops and implements inputs and activities for the PRO Marketing Plan.

Provides technical assistance and information to customers, partners, grantees, and others as needed or requested to achieve goals of assigned program(s).

Completes work products and assignments using DOE/EERE program regulations, policies and guidelines.

Prepares periodic report(s), as needed, on project status and results.

Coordinates and communicates program and technology activities with colleagues, customers, stakeholders and Headquarters program staff.

Assist in planning, executing, monitoring, and closing grants, cooperative agreements and other procurement instruments for assigned program area.

Provides assistance on procurement actions.

3.0

Data Analyst

Provide analysis, reconciliation and data entry of various grants administered by the Department of Energy.

Provide on-site assistance in organizing and maintaining a supply facility structure that includes, but is not limited to, materials replenishment, control, systematic labeling of key items identified by the Task Order Monitor.

Maintain a computer-designed program to track all purchases of software and hardware, on-site locations of computer software, equipment and manuals, and status of software and related materials as well as hardware equipment.

Assist Director, Deputy Director and staff in planning meetings and events that includes the designing of any display materials needed for the meeting or event also being the primary contact person for the meeting or event.

Assist Director and Deputy Director with preparations for travel, includes the preparation of travel documents and arrangements for hotel and transportation.

Maintain a database consisting of stakeholder contacts for the Director, Deputy Director and staff. The database can be converted into a mailing list for sending marketing and event calendars to stakeholders.

Coordinate training events for staff.

3.8

Provide assistance to the LAN Administrator with general network systems support and troubleshooting, as needed.

3.9

Assist with other office support duties as assigned.

4.0

Executive Assistant

Provide administrative support to the PRO Director and Deputy Director. Includes, but is not limited to, preparing correspondence, providing calendar and schedule assistance, filing and office organization, scheduling conference calls, preparing for meetings and other events; and providing travel support;

Assist with development of administrative, program, event and transmittal memos and other correspondence;

Organize and/or provide logistical support for approximately 25 PRO events, workshops, meetings and training sessions each year;

Provide analytical assistance and support to PRO Director and Deputy Director on PRO management issues;

Assist PRO management with preparation of materials for speeches and presentations to include but not limited to topical research, assistance with PowerPoint presentations, handouts and other materials;

Take notes at PRO staff meetings, conference calls, etc. and prepare typed documents;

Provide backup support to the Energy Program Assistants and the Receptionist;

~~4.8~~ Perform other team and office duties as assigned.

5.0 Receptionist

5.1 Provide coverage for the front desk and visitor reception area from 8:30 a.m. through 5:00 p.m. from Monday through Friday.

5.2 Monitor and manage PRO's general phone lines, including voicemail messaging. Answer phone and forward calls to appropriate staff.

~~5.3~~ Open, date stamp and distribute mail and parcels, notify recipient of the receipt of parcels, process outgoing mail and parcels, monitor postage meter and inform appropriate personnel when additional postage is needed.

Maintain correspondence log for all incoming mail that requires a response from any PRO staff member.

Maintain an organize Supply Room and Copy/Mail Room area.

Coordinate Federal Express (FedEx) shipments and pickups and maintain a monthly Federal Express usage spreadsheet.

Monitor operation of shared printers, copiers, fax machines, shredders, etc. including stocking them with paper, replacing toner when needed, and arranging for service/maintenance calls when necessary, and sending used toner cartridges back to the vendor.

Coordinate large mailings and faxes, as delegated.

Provide assistance to the Business and Program Support (Administrative) Division, as needed.

Arrange conference calls for PRO Management and staff, as needed.

Maintain scheduling book(s) for the PRO Conference Rooms, Government car, LCD, projector, laptop computers, and other office equipment.

- 6.0 ~~5/2~~ Perform other team duties as assigned.
Energy Program Assistant

- 6.1 Assist with the preparation of special tasks, reports, and project overloads, including preparation of presentations using Microsoft Powerpoint.

Assist Project Managers in organizing meetings and networking with state contacts, energy organizations, and other customers.

Assist Project Managers in updating website information pertaining to wind power program and geothermal program. Ensure that the information is accurate, timely, and removed when out of date.

Assist Project Managers in carrying out project support activities, including, but not limited to, gathering and analyzing data, developing databases using Microsoft Excel and Microsoft Work, and preparing reports.

Type material prepared by others in final form, using computer word processing programs, from rough drafts, assuring correct grammar, spelling, and style.

Assist Project Managers in activities related to evaluations, grant administration, special projects, technical assistance, and monitoring.

Assist in the review of grant applications assuring all required documents are received.

Track submission of required grantee reports and follow-up to obtain delinquent reports.

Review quarterly grantee Financial Status Reports and Project Status reports for accuracy and follow-up on necessary corrections.

SUPPORT SERVICES CONTRACT
DE-AC36-00G010429
LEVEL OF EFFORT TASK ORDER

CLIN 0004AB: Seattle Regional Office

Task Order No.: 1E00.00

Task Title: (E) Seattle Regional Office, see attached task objectives.

Period of Performance: 12 months (March 2, 2004 -- March 1, 2005)

Labor Categories:

<u>Labor Category</u>	(DPLH) <u>Level of Effort</u>
Procurement/Program	1,900
Program Assistant	1,920
Administrative Assistant	1,920
Project Monitor/Coordinator	1,920
Total Estimated Hours	7,680

Approved by:

Signature

Date

Barbara Huyck
Task Order Monitor

Barbara Huyck

3-2-04

Lenore Unger
Task Order Monitor

Lenore M. Unger

3-2-04

Jeff James
Task Order Monitor

Jeff James

3-2-04

Mary Hartford
Contracting Officer

Mary Hartford

3-4-04

Faye F. Fields
Contractor

Faye Fields

3/8/04

SUPPORT SERVICES CONTRACT
DE-AC36-00GO10429
LEVEL OF EFFORT TASK ORDER

CLIN 0004AB: Seattle Regional Office

Task Order No.: 1E00.00

Task Title: (E) Seattle Regional Office, see attached task objectives.

Period of Performance: 12 months (March 2, 2004 – March 1, 2005)

Labor Categories:

<u>Labor Category</u>	(DPLH) <u>Level of</u> <u>Effort</u>
Procurement/Program	1,900
Program Assistant	1,920
Administrative Assistant	1,920
Project Monitor/Coordinator	1,920
Total Estimated Hours	7,660

Approved by:

Signature

Date

Barbara Huyck

Task Order Monitor

Lenore Unger

Task Order Monitor

Jeff James

Task Order Monitor

Mary Hartford

Contracting Officer

Faye F. Fields

Contractor

E. Seattle Regional Office**Required Services**

The Contractor shall provide support services as set forth in Section J, Attachment A, Statement of Work, in the following areas:

1.0 Procurement/Program Support (Procurement Clerk)**1.1** Support acquisition/financial assistance administration activities including, but not limited to, the following types of actions:**1.1.1** Populate database and perform queries.**1.1.2** Support acquisition and financial assistance administration, including, but not limited to, the following actions:**1.1.2.1** Prepare grant folders, making copies of grant documents, filing grant documents, and mailing the appropriate documents to grant recipients.**1.1.2.2** Prepare routine procurement letters relative to the administration and closeout of procurement instruments as assigned.**1.1.2.3** Assist in recording, tracking, expediting and reporting status of purchase requisitions, acquisition and assistance instruments, and their associated support documents.**1.1.2.4** Assist with records management, including archiving and disposition of files.**1.1.2.5** Transfer ownership of WinSAGA program to grantees when requested. (WinSAGA is a computer program that is jointly operated by the State Energy Offices (SEO) and DOE. At any given time either DOE or the SEO can enter information into the program, but only if they "own" the rights to enter data. The right to enter data is passed between both parties when it is needed.)**1.1.2.6** Retrieve reports as requested.**1.1.3** Maintain tracking system utilized for required reports under grants and cooperative agreements to support the Golden Field Office's Contract Specialist, and other Seattle Regional Office staff relating to receipt, review and approval of required reports. For the required reporting, generate routing letters notifying grantees of upcoming deadlines, overdue items and related events.**1.1.4** Maintain file room with grant files, consolidating files in a centralized location, and properly archiving grants in an appropriate time frame.**1.1.5** Participate in State, Regional and Business Management meetings.

Serve as back-up to the Receptionist for answering telephones during periodic breaks or other events requiring front desk participation.

2.0 Procurement Coordinator

2.1 Create Purchase Orders and Miscellaneous Obligations

- 2.1.1 Receive approved purchase request.
- 2.1.2 Fax funds reservation information to Financial Service Center for input.
- 2.1.3 Type appropriate forms.
- 2.1.4 Route for signature.
- 2.1.5 Put file together.
- 2.1.6 Send copies to Vendor and Financial Service Center.
- 2.1.7 Log into Seattle Regional Office (SRO) tracking system.
- 2.1.8 Create modifications as necessary.
- 2.1.9 Track purchase orders and miscellaneous obligations; originate purchase requests, when necessary, to assure funds are available as needed.

2.2 Closeout Purchase Orders and Miscellaneous Obligations

- 2.2.1 Identify which PO's and MO's need to be closed.
- 2.2.2 Run DISCAS reports to determine if funds are remaining.
- 2.2.3 Complete closeout paperwork and route for appropriate signatures.
- 2.2.4 Send information to Financial Service Center for final deobligation.
- 2.2.5 Track to see that final deobligation was done; have files sent to Records Center.

2.3 Process Invoices

- 2.3.1 Log in invoices as received.
- 2.3.2 Review invoices for accuracy.
- 2.3.3 Prepare file.
- 2.3.4 Route file.
- 2.3.5 Make appropriate notes to file when certified for payment.
- 2.3.6 Send approved invoice to Financial Service Center.
- 2.3.7 Route electronic approval.
- 2.3.8 Follow up with *Invoice Report* to see that invoice has been paid by Financial Service Center. Contact Financial Service Center regarding status of vendor payments.

2.4 DISCAS Reports and Verification

- 2.4.1 Run weekly DISCAS reports to assure that reservations and obligations have been entered.
- 2.4.2 Distribute DISCAS reports to DOE staff, as appropriate.
- 2.4.3 Log DISCAS entries into SRO tracking system.
- 2.4.4 Run various DISCAS reports as requested by Contracts Specialist, Budget Official and Grant Managers.

- 2.5 PADS Transmittal
 - 2.5.1 Daily, run PADS program that sends and receives SRO information relating to grant activities.
 - 2.5.2 If corrections for information are needed, inform Contract Specialist for corrections to be made.
 - 2.5.3 Contact GFO/NETL and DOE HQ regarding reports and discrepancies.
- 2.6 Reconcile IPAC Payments
 - 2.6.1 Track files in which vendors are paid via IPAC.
 - 2.6.2 Verify charges and credits applied, notate files.
 - 2.6.3 Contact Financial Service Center if there are discrepancies.
- 2.7 CUTS Reporting
 - 2.7.1 Track all actions related to procurements under \$25,000.
 - 2.7.2 At the end of each quarter, complete data collection sheet with financial and socioeconomic information on those procurements.
 - 2.7.3 Submit information to NETL.
- 2.8 Financial Assistance
 - 2.8.1 Receive daily mail pertaining to grants from Receptionist, Project Manager or Financial Assistance Specialist.
 - 2.8.2 Log and track grant actions from start of process to final return from grantee in Excel Tracking Database.
 - 2.8.3 Log and track quarterly/semi-annual reports from start of review process to final return from Program Manager in Excel Tracking Database.
 - 2.8.4 Send quarterly reminders to Project Managers to verify if their projects have had financial and progress reports submitted.
 - 2.8.5 Send ownership of WinSAGA to grantees when requested by the State.
 - 2.8.6 Print out reports from WinSAGA once State has entered their reports and has transferred back ownership of WinSAGA to the Seattle Regional Office.
 - 2.8.7 Enter information from hard copy documents or email attachments into WinSAGA (Grants Management Database) for:
 - 2.8.7.1 Program status reports
 - 2.8.7.2 Financial status reports
 - 2.8.7.3 Budget modifications
 - 2.8.7.4 Extension requests
 - 2.8.7.5 Grant modifications
 - 2.8.7.6 Renewal awards
 - 2.8.7.7 New awards
 - 2.8.7.8 Signature Authorizations
 - 2.8.8 Generate award forms from WinSAGA for the Contract Specialist to complete - Notice of Financial Assistance Award (NFAA), Individual Procurement Action Request (IPAR), Procurement Request (PR), Budget and Congressional Notification.
 - 2.8.9 Fax Congressional Notifications and NEPA paperwork to NETL.

- 2.8.10 Input Appendices A, B, C and D for the award package as prepared by the Contract Specialist.
- 2.8.11 Assist Financial Assistance Specialist in assembling award package and letter to route for final signatures by the Program Manager, Contract Specialist, Contracting Officer, and Director.
- 2.8.12 Mail completed signed packages to award recipient and file one package in the award file.
- 2.8.13 For new awards, put together a file folder and checklist for paperwork.
- 2.8.14 File grant related documents – reports, letters, etc.
- 2.8.15 Create and maintain tracking spreadsheets.
- 2.9 Records Management
 - 2.9.1 Archive grant, procurement, and administrative files according to guidelines set forth by NARA.
 - 2.9.2 Locate and retrieve archived files, as necessary.
 - 2.9.3 Review disposal notices received from records center, take appropriate action.
- 2.10 Attend Monthly Conference Call
 - 2.10.1 Participate in Administrative Officers, FPDS Users Group Monthly conference calls discuss issues as they relate to SRO and all other RO's; follow up as necessary.

3.0 Administrative Assistant

- 3.1 Telephones/Front Desk
 - 3.1.1 Answer multiple phone lines.
 - 3.1.2 Take messages.
 - 3.1.3 Greet guests and let DOE client know when guest has arrived.
 - 3.1.4 Update phone list directory.
- 3.2 Mail/Incoming
 - 3.2.1 Open, date stamp, sort, distribute.
 - 3.2.2 Log in FedEx/Overnight deliveries; deliver ASAP.
 - 3.2.3 Route all periodicals.
 - 3.2.4 Maintain routing slips for accuracy.
 - 3.2.5 Inform staff of any mail procedure changes.
- 3.3 Mail/Outgoing
 - 3.3.1 For Financial Service Center: prepare transmittals, FedEx same day. Transmittals are for: (General, Invoices, Obligating, Travel Vouchers, Refund Checks). Make copies for transmittal book.
 - 3.3.2 Prepare final package.
 - 3.3.3 Maintain Pitney Bowes mail equipment/inspections and account balance.
 - 3.3.4 Prepare bulk mailings.
 - 3.3.5 Prepare large items in proper packaging, weigh, and get correct pricing.
 - 3.3.6 Prepare order for FedEx supplies (labels, envelopes, boxes).

~~337~~ Ensure FedEx packing labels with mailing information printed on labels are available at all times.

~~338~~ Ship packages to conferences so they get there on time/call for pickup.

~~339~~ Keep a record of all outgoing and incoming FedEx or overnight mail.

~~34~~ Travel

~~34.1~~ Learn new Travel Manager software versions.

~~34.2~~ Answer SRO staff questions on how to use new Travel Manager software.

~~34.3~~ Contact Albuquerque with problems relating to Travel Manager software.

~~34.4~~ Have current form for itineraries available at all times for travelers.

~~34.5~~ Create new travel itinerary forms when changes to travel requirements have been made.

~~34.6~~ Develop and maintain Travel Guideline and Trip Itemization sheet for Invitational travelers.

~~34.7~~ Provide support to Business Assistant for resolution of problems arising for Invitational travelers.

~~34.8~~ Coordinate with travel agent to schedule flights for Invitational travelers.

~~34.9~~ Make travel arrangements for Invitational travelers.

~~34.10~~ Assist Invitational travelers regarding policy and cost questions related to travel.

~~34.11~~ Create Travel Authorization for Invitational travelers.

~~34.12~~ Assist in processing of travel vouchers for Invitational travelers

~~34.13~~ Create Travel Authorizations for SRO staff.

~~34.14~~ Amend Travel Authorizations as necessary.

~~34.15~~ Send reminder notice to traveler when Travel Authorization is ready to submit.

~~34.16~~ Prepare travel audit information to be sent to Albuquerque for both Federal staff and Invitational travelers

~~34.17~~ Keep track of updates on travel software program and travel requirements.

~~34.18~~ Fax copies of Conference Approvals to HQ.

~~34.19~~ Contact travel agent and correct any problems with flight or hotel for DOE staff and Invitational travelers.

~~34.20~~ Maintain travel files/folders.

~~34.21~~ Archive previous year travel files.

~~35~~ Time and Attendance (T&A) Bi-Monthly

~~35.1~~ Perform data entry for time and attendance system (ATAAPS).

~~35.2~~ Create and maintain Excel timesheet for employees attendance.

~~35.3~~ Update timesheet for ATAAPS showing new codes, etc., as required.

Check calendar for accuracy on timesheets when there are questions concerning T&A.

- 3.5.5 Check for Default codes in ATAAPS.
- 3.5.6 Alert team leads to sign time sheets.
- 3.5.7 Forward employee time sheet to the required office for each pay period.

3.6 CHRIS Training Module/ Online Learning Center/Training Coordinator

- 3.6.1 Participate in conference calls for any training information.
- 3.6.2 Maintain all training information for staff.
- 3.6.3 Register students for Internal Training.
- 3.6.4 Register students for External Non-cost Training.
- 3.6.5 Register students for External cost Training.
- 3.6.6 Add non-employees to CHRIS to provide for training.
- 3.6.7 Register multiple students through Group Registration.
- 3.6.8 Register multiple students through course Session Enrollment.
- 3.6.9 Maintain library of training catalogs, and inventory of training classes.

3.7 Secretarial Work for Program Managers and Administration

- 3.7.1 Finalize staff-created correspondence.
- 3.7.2 Create and maintain bulletin boards with staff information.
- 3.7.3 Update and maintain hotel and restaurant directory.
- 3.7.4 Maintain and update office procedures directory.
- 3.7.5 Ensure conference rooms are in order before and after meetings.
- 3.7.6 Make changes to office forms as required by SRO staff.

3.8 Building Landlord Liaison

- 3.8.1 Place calls for office maintenance.

4.0 Project Coordinator

The DE&ER/FEMP Project Coordinator will provide technical analysis, project coordination, and research assistance to support Seattle Regional Office employees primarily managing the Distributed Energy and Electricity Reliability (DE&ER) program, and the Federal Energy Management Program (FEMP). The DE&ER/FEMP Project Coordinator will be required to support workshops or attend events that have been set up by the program manager. Travel will be required.

4.1 Project Assistance for Federal Energy Management Program (30%)

- 4.1.1** Assist in reviewing, analyzing, and scoring FEMP General Call for Projects and FEMP DE&ER Call for Projects.

- 4.1.2** Assist in deployment of Combined Heat and Power (CHP) projects at Federal sites.

- 4.1.3** Assist in preparing presentation materials.

- 4.1.4** Help coordinate, publicize, and attend FEMP meetings, workshops, and conferences.
 - 4.2** Program Coordinator for Distributed Energy and Electricity Reliability (50%)
 - 4.2.1** Research, analyze technical information, and provide technical support to state and local DE&ER CHP and renewable resource projects.
 - 4.2.2** Assist in coordinating DE&ER and CHP workshops, events and working groups; oversee the preparation of reports, websites and articles for publication.
 - 4.2.3** Create and maintain a database that identifies key projects developed by SRO and serve as the resource person for distributed energy resources at SRO.
 - 4.2.4** Assist project manager with awards for financial assistance for DE&ER projects..
- 4.3** Project Assistance for Industrial Technologies Program (10%)
 - 4.3.1** Provide technical support to regional industrial projects, aiding in the deployment of industrial DER projects in the West.
 - 4.3.2** Assist in coordinating industrial program activities with CHP and DE&ER
 - 4.3.3** Provide technical assistance for prospective industrial CHP projects.
 - 4.3.4** Create and maintain a database that identified key projects developed by SRO.
- 4.4.** Program Assistance for Hydrogen and Fuel Cells Program (5%)
 - 4.4.1** Provide technical support to regional hydrogen and fuel cell projects, aiding in the deployment of projects into the West.
 - 4.4.2** Assist Combined Heat and Power Pacific Northwest and Pacific Southwest Initiatives, specifically related to hydrogen and fuel cell deployment.
 - 4.4.3** Assist in developing communication and outreach strategies for hydrogen and fuel cell technologies.
- 4.5.** Program Assistance for Seattle Regional Office (5%)
 - 4.5.1** Assist with public presentation materials, and attend conferences and meetings.
 - 4.5.2** Support SRO management's priorities and tasks.